

BEST COPY
AVAILABLE

NSA review completed

APPENDIX D

SECURITY CLASSIFICATION, IF ANY
INDIVIDUAL CAREER APPRAISAL AND
DEVELOPMENT PLAN

INSTRUCTIONS

PREPARE 4 COPIES
1 & 2 - Forward to cognizant
Personnel Office
3 - Supervisor Copy
4 - Employee Copy

This form is to be completed in conjunction with the annual Employee Performance Appraisal Form PE Rev Aug 74 on each graded civilian employee assigned to the cryptologic

community at grades GS-07 through GS-15 (All information will be reviewed by supervisor's superior.) Reference NSA/CSSPMM 30.2, Chapter 340.

SOCIAL SECURITY NO.	NAME (Last, First, MI)	DATE
GRADE	ORG	POSITION TITLE
	ORG (Div, Branch)	EMPLOYING ACTIVITY (e.g. NSA/CSS, NSA)

SECTION I - A - NEXT CAREER OBJECTIVE - Employee, in conjunction with supervisor, identifies next most logical progression step for advancement of the employee. (Technical competence, professional qualifications, etc. people done and outlook, personality, etc.) Supervisor's potential abilities are factors which the next career objective should be planned with. CURRENT ASSIGNMENT SATISFIES EMPLOYEE'S IMMEDIATE CAREER OBJECTIVE, DO NOT COMPLY WITH THIS SECTION AND PROCEED TO SECTION II.

B - TRAINING COURSES AND DEVELOPMENTAL EXPERIENCES FOR NEXT TWELVE MONTHS

SECTION II - A - IDENTIFY LONG RANGE GOALS IF CURRENT ASSIGNMENT OR NEXT CAREER OBJECTIVE SATISFIES EMPLOYEE'S LONG RANGE GOALS, DO NOT COMPLETE THIS SECTION AND PROCEED TO SECTION III

B - SUPERVISOR'S RECOMMENDATIONS FOR EDUCATION, TRAINING, AND/OR JOB ROTATION FOR TECHNICAL/MANAGERIAL UPDATING AND FOR ACHIEVING LONG-RANGE GOALS

SECTION III - EMPLOYEE WILL RECORD COMMENTS ON HIS/HER CAREER APPRAISAL AND DEVELOPMENT PLAN, BE SPECIFIC AND SUPPORT BY FACTS/REASONS

EMPLOYEE SIGNATURE

DATE

NSA/CSSPMM 30-2
Chapter 340

SECURITY CLASSIFICATION, IF ANY

(continued)

SECTION IV - SUPERVISOR WILL RECORD COMMENTS CONCERNING THE EMPLOYEE'S READINESS FOR CAREER DEVELOPMENT AND PROGRESSION SUPPORTED BY SPECIFICS AND REASONS

SUPERVISOR'S SIGNATURE

SOCIAL SECURITY NUMBER

DATE

SECTION V - REVIEW AND COMMENTS BY SUPERVISOR'S IMMEDIATE SUPERIOR (Include information which will add significance to the overall appraisal and plan ONLY to the extent that the reviewer has direct knowledge of the employee being appraised)

SUPERVISOR'S SUPERIOR (Name, Title, Org.)

(Signature)

DATE

SECURITY CLASSIFICATION, IF ANY